CBI

Course Administrator Guide

AA-J823B-TE

digital

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COMPUTER-BASED INSTRUCTION

Digital Equipment Corporation's Educational Services produces a variety of Computer-Based Instruction (CBI) courses that provide flexible, self-paced instruction about DIGITAL hardware or software. The ADMIN program (located in SYS$INSTRUCTION:) allows you to maintain the data base which contains the records of courses on your system and the student progress in each of these courses.

The *CBI Course Administrator Guide* will explain how to use the ADMIN program for all of the CBI courses on your system. Please refer to the "Release Notes" for each particular course after reading this guide.

COURSE ADMINISTRATOR'S ROLE

Because computer-based instruction is self-paced, it is not necessary to have an instructor. It is desirable, however, to have someone available who students can ask for help when they need it. This person is called the "course administrator."

The course administrator performs the following tasks:

1.   Installs the CBI software on the computer system.

2.   Teaches students how to enter a CBI course.

3.   Resolves any problems that occur while the students take the course.

4.   Reads messages made by students (with the COMMENT feature) and sends the comment file to Digital Equipment Corporation.

5.   Backs up the CBI software and student information files.

These tasks are discussed in the sections that follow.

ADMINISTRATION PROGRAM FUNCTIONS – GENERAL INFORMATION

1. Whenever you are prompted for input, you can type "EXIT", "QUIT", or press CTRL/Z to bring you back to the "ADMIN>" prompt.

   If you are at the "ADMIN>" prompt, type "EXIT", "QUIT", or press CTRL/Z to leave the program and return to DCL level.

2. When entering either students' names or course abbreviations in the LIST or SHOW commands, type an asterisk (*) to select all students or courses. For example:

   ```
   ADMIN>show course
   Show course >*
   ```

   All of the course descriptions will be presented on the screen. For example:

   ```
   ADMIN>list student
   List student >*
   What course >*
   ```

   All of the students' course records in all of the courses will be written to the output file ROSTER.LIS.

   The asterisk (*) is not available for the ADD, REMOVE, and MODIFY commands. An error message will be displayed and the prompt will be repeated.

3. When entering the student's last name, type either the full last name or an abbreviation. All students with the same last name will be displayed and you will be asked which is correct. (If no last name matches what you typed, a list of approximate matches will be displayed.) For example:

```
ADMIN>show student
Show student >smith

Do you mean SMITH, BILL >n
Do you mean SMITH, MARY >y
```

This example shows what happens if you type an abbreviation.

```
ADMIN>show student
Show student >sm
There is no student named SM.  People with similar names were:
(1)   SMALLS, JOSEPH
(2)   SMITH, BILL
(3)   SMITH, MARY
(4)   SMITHERS, JANE
(5)   SMYTHE, EDWARD
Which student (1 to 5) >3
```

You can thus select a student even if you are not sure of the name or its spelling.

4. If the registration flag is on (check in the CBICOURSE.DAT file, or you can use the SHOW COURSE or LIST COURSE commands), students will be asked to register or give a code name whenever they enter the course. Individual records will be kept for each student and can be examined with the SHOW STUDENT or LIST STUDENT commands.

If the registration flag is off, students can enter the course directly. No student records will be kept.

Consider turning registration off if you do not want to keep track of student's progress in a given course, or if your system is extremely short on disk space. The disk space used to store a students record is less than 0.5 blocks per student per course attempted.

ADMINISTRATION PROGRAM FUNCTIONS

The ADMIN program is located in the system directory, and the CBI data files are located in the SYS$INSTRUCTION: directory. To execute the ADMIN program, type:

```
$ RUN SYS$SYSTEM:ADMIN
```

The ADMIN program will pause for a few seconds to load the data base, and then display the following prompt to show that it is ready to accept a command:

```
ADMIN>
```

To display all of the commands available in the ADMIN program, type:

```
ADMIN>help
```

ADMIN will display the following list of commands:

```
ADD COURSE          to add a new course to the data base.
ADD STUDENT         to add a new student to the data base.
EXIT                to exit.
HELP                to see this information.
LIST COMMENTS       to file student comments in ROSTER.LIS.
LIST COURSE         to file course information in ROSTER.LIS.
LIST STUDENT        to file student information in ROSTER.LIS.
MODIFY COURSE       to modify course specific information.
MODIFY STUDENT      to modify data on a student.
REMOVE COURSE       to remove a course from the data base.
REMOVE STUDENT      to remove a student from the data base.
SHOW COMMENTS       to see course specific comments.
SHOW COURSE         to see course specific information.
SHOW STUDENT        to see student progress in a course.
```

COURSE INFORMATION

You will receive a file called "CBICOURSE.DAT" with each CBI course that you order. The installation procedure will append CBICOURSE.DAT to SYS$INSTRUCTION: CBICOURSE.DAT.

You can then add, modify, or remove the course with the ADMIN program. The following examples will illustrate how to add a course, change information about it, create a file containing the course information, and delete the course.

Add Course

You can add a course by typing:

```
ADMIN>add course
Course information file >syssinstruction:cbicourse.dat
Added course EDT, The EDTCAI Primer.
ADMIN>
```

In this example, the EDTCAI course was added.

ADMIN will automatically add or update all courses listed in CBICOURSE.DAT. If you stored CBICOURSE.DAT in another directory, be sure to specify it instead of SYS$INSTRUCTION:.

Modify Course

You can change the location of the course files or you can turn registration on or off. In this example, the location of the files will remain in SYS$INSTRUCTION:, but registration will be turned off.

```
ADMIN>modify course
Modify course >edt
What is the location of the course files? (SYSSINSTRUCTION:) >
Should registration be ON or OFF (ON) >off
Course EDT updated successfully.
ADMIN>
```

Pressing the <RETURN> key keeps the original information and typing "OFF" turns registration off.

Show Course

You can see a summary of the course information. For example:

```
ADMIN>show course edt

KEY TITLE/LOCATION                    Module #1  2  3  4  5  6 Registration

EDT The EDTCAI Primer / SYS$INSTRUCTION:  3  4  5  6  6  3      ON

ADMIN>
```

This example shows that the course title is "The EDTCAI Primer." The data files for this course are located in SYS$INSTRUCTION:. There are six modules with three to six lessons in each module. The registration for this course is on. Student records will be kept and students will be asked for a code name when they enter the course.

If you do not specify a particular course, information about all courses will be displayed.

List Course

You can create a file containing the above information by typing:

```
ADMIN>list course edt
Output written to ROSTER.LIS.
ADMIN>
```

To type or print the ROSTER.LIS file, you must leave the ADMIN program by typing "EXIT".

Remove Course

To remove all of the records for a course, type:

```
ADMIN>remove course
Remove course >edt
Course EDT deleted.
ADMIN>
```

This option removes all trace of this course, both in the course record and in the student records. If you later try to use the SHOW command for that course, it will tell you that it does not exist in the data base.

STUDENT INFORMATION

The following example will illustrate how to add a student, modify the code name, pass the student in a course, and then create a file with the information about that student.

Add Student

Begin by typing "ADD STUDENT" at the "ADMIN>" prompt. The ADMIN program will ask you for the first name, last name, and code name.

```
ADMIN>add student
Students first name >katherine
Students last name  >hepburn
Students code name  >kh
```

NOTE: You may install courses with a registration procedure that asks for the above information. Once registered, the ADMIN program keeps track of the lessons attempted by each student. When a student enters a course and types his or her code name, ADMIN automatically routes them to the menu they were at last.

Courses without the registration procedure do not record information about individual students, and students are immediately sent to the Main Menu.

If the student or the code name already exists, the following message will be displayed:

```
There is already someone in the data base with that name.
```

Otherwise, the ADMIN program will tell you the student was added successfully.

Modify Student

To change the student's name or code name, type:

```
ADMIN>modify student
Modify student >hepburn
Do you mean HEPBURN, KATHERINE >y
what course (or press <RETURN> to modify name information) >
```

Press the <RETURN> key if you want to change the student's name or code name. After each prompt, either type the new name or press the <RETURN> key to keep the original name. For example:

```
Students first name (KATHERINE) >kathy
Students last name (HEPBURN) >
Students code name >
HEPBURN, KATHY modified successfully.
ADMIN>
```

You can also give a student credit for lessons in various courses. For example, to pass this student on two of three lessons in Module 1 of the EDTCAI course, you would type:

```
ADMIN>modify student
Modify student >hepburn
Do you mean HEPBURN, KATHY >y
```

When you get the "What course" prompt, type the three letter abbreviation of the course the student is to get credit on.

```
What course (or press <RETURN> to modify name information) >edt
What module (1 to 6) >1
What lesson (1 to 3) >1
HEPBURN, KATHY updated.

What module (1 to 6) >1
What lesson (1 to 3) >all
HEPBURN, KATHY updated.

What module (1 to 6) >exit
ADMIN>
```

Note that the EDT course has six modules and that Module 1 has three lessons. If you want to pass a student on all the lessons in a particular module, just type "ALL" instead of a number.

When you are finished, type "EXIT" to return to the "ADMIN>" prompt.

Show Student

You can check to see where the student is in each course by typing:

```
ADMIN>show student
Show student >hepburn
Do you mean HEPBURN, KATHY >y
What course >edt

Student status for HEPBURN, KATHY

EDT          1     2     3     4     5     6     7     8     9   Time
         1  C/-   C/-   -/-                                       0:27:31
         2  -/-   -/-   -/-   -/-                                 0:00:00
         3  -/-   -/-   -/-   -/-   -/-                           0:00:00
         4  -/-   -/-   -/-   -/-   -/-   -/-                     0:00:00
         5  -/-   -/-   -/-   -/-   -/-   -/-                     0:00:00
         6  -/-   -/-   -/-                                       0:00:00
ADMIN>
```

This example shows that this student has completed lessons 1 and 2 of Module 1 in 27 minutes and 31 seconds. She has not taken any other lessons.

You could also have used an asterisk (*) to show the student's status on all courses.

List Student

To print a copy of the student's status on all courses, type:

```
ADMIN>list student hepburn
Do you mean HEPBURN, KATHY >y
What course >*
Output written to ROSTER.LIS.
ADMIN>exit
```

This will create a file called "ROSTER.LIS" in the current directory. You can type "EXIT" to leave the ADMIN program and then type or print this file.

Remove Student

To remove a student and delete all of his or her records, type:

```
ADMIN>remove student
Remove student >hepburn
Do you mean HEPBURN, KATHY >y
Student HEPBURN, KATHY deleted.
ADMIN>
```

STUDENT COMMENTS

Students should be encouraged to use the COMMENT feature as they progress through each course. This will allow them to leave comments for the course administrator and will provide an easy method for giving feedback about the course. You can send a print of the COMMENT file (in SYS$INSTRUCTION:) to SPR Administration, ATTN: Commercial Engineering Publications, MK1-2/H3, Digital Equipment Corporation, Continental Boulevard, Merrimack, NH 03054. These comments assist us when our courses are updated.

Show Comment

You can show comments for a particular course by typing:

```
ADMIN>show comments
Display comments for course >edt


Comments as of 05-Apr-82 from The EDTCAI Primer

Name    : HEPBURN, KATHY                    Module : 1
Course : The EDTCAI Primer                  Lesson : 1
Date    : 05-Apr-82 02:30 PM                Form   : ZR100

This is a good course.
----------------------------------------------------------------------
Name    : HEPBURN, KATHY                    Module : 1
Course : The EDTCAI Primer                  Lesson : 2
Date    : 05-Apr-82 02:30 PM                Form   : TA205

The word "file" is misspelled.
----------------------------------------------------------------------

End of comments.
ADMIN>
```

Notice that the student's name, course name, and the date are recorded. You can also identify the module, lesson, and display that the student was in at the time of the comment.

You can show comments for all courses by typing an asterisk (*) instead of the course name.

List Comment

To create a file for student comments, type:

```
ADMIN>list comments *
Output written to ROSTER.LIS.
ADMIN>
```

Type the file ROSTER.LIS to see the comments or print it and send DIGITAL a copy.